Civilian Personnel News

UPDATE

Civilian Personnel Advisory Center

September 2009

Director's Message

What a wonderful summer we've had, we couldn't have asked for better temperatures.   Now we move into fall, trees and bushes will change in color and leaves will begin to fall. What a great time to live in Missouri.

Many are working hard on year end activities. NSPS employees are preparing self assessments for their 2010 rating period.

My staff has worked hard on our CPAC web page, please go look at all the great information out there to assist you with your civilian personnel needs. You can link it from the Daily Blast or the public web page.

Continue to provide us with your feedback and let us know if there is something we can do to make your life easier in the civilian personnel arena.

CPAC Director

Missouri Career Center	**CPAC**	**NAF HR**
Building 470	Building 470	Building 470
Suite 2203	Suite 2205	Suite 2204
0730-1130	0730-1130	730-1130
1230-1630	1230-1630	1230-1630
573-596-0294	573-596-0927	573-596-0283

Verifying Creditable Uniformed Service (SF 813).

Uniformed service must be verified by the branch in which the person served and is generally done so using the DD 214 Certificate of Release or Discharge from Active Duty and the SF 813 Verification of a Military Retiree's Service in Nonwartime Campaigns or Expeditions. Accordingly, agencies should direct inquires regarding the uniformed services' manner of documenting active duty service (e.g., individual does not have a DD 214, confirmation on dates or nature of service, etc.) to the branch of the uniformed service in which the individual served. The Office of Personnel Management does not verify information on the dates or nature of uniformed service, type of discharge, or nature of any retirement from the uniformed service.

Service in the Armed Forces is generally documented on the DD 214, Certificate of Release or Discharge from Active Duty. This form shows the dates or total amount of active duty and the type of discharge or separation. If the employee does not have a copy of this form, he or she should obtain it from: National Personnel Records Center (Military), 9700 Page Avenue, St. Louis, MO 63132 or request at copy at the following web address *https://vetrecs.archives.gov*

When a retiree's DD 214 does not show the exact dates of service in a campaign or expedition, use the Standard Form (SF) 813, Verification of a Military Retiree's Service in Nonwartime Campaigns or Expeditions, to request that information. The SF 813 is available from the Office of Personnel Management's website (http://www.opm.gov/forms). On this form the employee lists the exact dates of their participation in the campaign area. Then the form should be given to the CPAC office and they will then log and forward to appropriate personnel office. (Ensure copies of any DD214's are attached to the SF 813.)

Once the information on the SF813 has been verified, which can take some time based on the specific Department of Defense Agency (Air Force, Marines, Navy, Army, & Coast Guard), Fort Riley Processing Branch will then be notified of the verified military service. Once verified, the processing branch will then submit action to change the employee's Service Computation Date for Leave. If changed the SCD-LV will show on the employee's pay stub and the employee will receive a new personnel action.

For a list of Nonwartime Campaigns or Expeditions please visit http://www.opm.gov/veterans/html/vgmedal2.asp . Keep in mind that employees will accrue 6 hours of annual leave once the SCD-LV date exceeds 3 years of service. (Ex: two years credited for campaigns plus one year of actual federal civilian service)

Annual Leave Accrual Rate

Employee Type	Less than 3 years of service	3 years but less than 15 years of service*	15 or more years of service*
Full Time Employee	½ day (4 hours) for each pay period	¾ day (6 hours) for each pay period , except 1 ¼ day (10 hours) in last pay period	1 day (8 hours) for each pay period
Part-Time Employee**	1 hour of annual leave for every 20 hours in a pay status	1 hour of annual leave for each 13 hours in a pay status	1 hour of annual leave for each 10 hours in a pay status
Uncommon Tours of duty**	4 hours times average number of hours per biweekly pay period divided by 80= biweekly accrual rate***	6 hours times average number of hours per biweekly pay period divided by 80=biweekly accrual rate***	8 hours times average number of hours per biweekly pay period divided by 80= biweekly accrual rate***

**Leave is prorated for part-time employees and employees on uncommon tours of duty
***In computing leave accrual for uncommon tours of duty, the accrual rate for the last full pay period in a calendar year must be adjusted to ensure the correct amount of leave is accrued.

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NSPS CORNER

Employee Guidelines for Writing a Self Assessment

When writing a self assessment, the following guidelines may help:

- ☺ *Restate objectives.* Paraphrasing job objectives and contributing factors gives managers/supervisors a clear picture of how well the employee understood performance expectations.

- ☺ *Highlight most significant achievements for the rating cycle.* The self assessment does not need to be lengthy. The employee should highlight what mattered most during the rating cycle.

- ☺ *Make the connection between what was done and why it matters to the organization.* Highlight how the organization is better off because of the achievement or contribution by describing the tangible benefit (i.e., a cost savings to the organization or a solution that enabled employees to better perform their jobs).

- ☺ *Cite instances where employee actions or conduct exemplified Contributing Factors.* Employee conduct relative to contributing factors can influence the performance rating. Be sure to highlight specific instances where employee behavior made a positive difference in the outcome of a job objective.

- ☺ *Note challenges faced and how employee fared.* Overcoming challenges is an important part of the overall performance rating. Challenges may be technical or interpersonal in nature. They may also involve the ability to succeed despite limited resources or difficult circumstances.

NSPS Tip Sheet – Assessment Dos and Don'ts

Use this list to help you write more effective self-assessments. You can also use this when writing evaluations for your employees.

A good self-assessment includes . . .
- ❖ **Accomplishments, results, and impact:** Focus on results instead of tasks. Describe the impact on the organization's mission and goals.
- ❖ **Performance Indicators:** Include wording that describes the level at which you (or your employee) performed on each job objective.
- ❖ **Contributing Factors:** Describe how you (or your employee) exhibited the behaviors associated with the selected Contributing Factor(s) for the job objective.
- ❖ **Challenges and added value:** Describe how you overcame challenges and dealt with special circumstances. Include wording that describes how you added value to your organization.

Key Questions
An effective assessment should answer these key questions:
- ❖ What did I achieve?
- ❖ How well did I do it?
- ❖ How did it help my organization?
- ❖ What critical behaviors did I exhibit?
- ❖ What special circumstances made my accomplishment even more significant?

DO	DON'T

❖ Set aside uninterrupted time to reflect and write.

❖ Review the appropriate Performance Indicators and Contributing Factor benchmark descriptors before you start writing.

❖ Review documentation of accomplishments and determine which are the most significant in terms of contribution to mission and organizational goals.

❖ Use active verbs to describe actions and accomplishments.

❖ Be specific and concise

❖ State the level of performance at the beginning of the narrative, i.e., "I met the expectations established for this job objective" or "My employee exceeded expectations on this job objective."

❖ Spell out acronyms and explain terms that may be unfamiliar to the pay pool panel.

❖ Focus on accomplishments only within the current performance period.

❖ Note challenges faced and how they were overcome.

❖ Cite instances where actions or conduct exemplified the behaviors identified in the Contributing Factor(s) selected for the job objective.

❖ Reference the language of the Performance Indicators and Contributing Factor benchmark descriptors for the appropriate pay schedule and pay band and provide examples of how they were met.

❖ Describe the individual accomplishments to team goals.

❖ Describe any instances where performance was above Valued Performer.

❖ Provide specifics on measurable or qualitative results and the relation to the organization's goals.

❖ Explain accomplishments in such a way that someone unfamiliar with the work would understand the accomplishments.

❖ Use spelling and grammar check and reread writing.

DON'T (right column)

❖ *Rush through writing at the last minute.*

❖ *Write an assessment that is unlinked to your job objectives.*

❖ *Rely on your memory to recall all accomplishments within the performance period.*

❖ *List tasks performed.*

❖ *Be flowery and verbose.*

❖ *Leave your rating official or pay pool panel members wondering how you felt you (or your employee) performed against the job objectives.*

❖ *Use acronyms or terms with which pay pool panel members may not be familiar.*

❖ *Cite accomplishments from past performance periods.*

❖ *Assume the pay pool panel will infer the challenges.*

❖ *Ignore Contributing Factors.*

❖ *Copy the exact wording from Performance Indicators and Contributing Factor benchmark descriptors.*

❖ *Ascribe credit for team accomplishments solely to the individual.*

❖ *Attribute high performance without substantiating it.*

❖ *Leave the reviewer wondering why the accomplishments were important.*

❖ *Assume the pay pool panel is aware of individual accomplishments.*

❖ *Assume grammar and spelling do not matter.*

On-the-Job Training

Have you considered using your GI Bill benefits? If you are a veteran, National Guard member, selected reservist or an eligible dependent of a veteran, you may be eligible to receive a monthly educational benefit check from the U.S. Department of Veterans Affairs. Yes, you heard correctly! You as a civilian government employee may be eligible to receive tax free money on top of your federal pay. The program is called On-the-Job Training (OJT). OJT is training you receive while actually performing a job and earning wages. Approvable OJT programs must be at least six months and up to two years in length. Some examples of OJT programs are: welder, painter, cook, production equipment mechanic, auto mechanic, corrections officer, police officer, and many more. Approval of a program may be backdated up to one year. That means you could receive back pay up to a year as well. As a general rule, veterans have 10 years after their separation from service to use their GI Bill benefit. Chapter 34 GI Bill (Vietnam era) ended on Dec. 31, 1989; however, some Chapter 34 veterans are eligible for benefits under Chapter 30. Contact the Veterans Affairs office at 1-888-442-4551 to determine eligibility. Here is a example of entitlements for those that are eligible under Chapter 30: First 6 months=$990.75, Second 6 months=$726.55, and the remainder of training= $462.35. We will have a representative from the Missouri Department of Elementary and Secondary Education, Veterans Education Section will be here to talk to you about your GI Bill Benefits for On the Job Training. The briefing will be held on September 16, 2009 at 13:00 until 14:30 in Bldg 470 Room 2224 and 2225 (Combined)

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MINI JOB FAIRS

Service members, Veterans, Retirees, DA civilians, their family members, and the local community will have the opportunity to search for jobs at the Mini Job Fairs listed below.

- 24 Sep
- 3 Dec

Location: Fort Leonard Wood National Guard Armory, @ Iowa and Alabama streets
Employer set-up: 0800-0915. GARRISON Commander Remarks: 0915-0930
Doors open to public: 0930-1400

For inquires:

Please contact ACAP HR Asst
at 573-596-0131 ext 6-4217

Training Tidbits

MicroSoft Office Workshop   **9 September, 2009**
Get more done in less time by beefing up your MicroSoft Office skills.

Sharable Content Object Reference Model (SCORM)   **14-18 September, 2009**
Target Audience: CP 32 Interns and CP 32 Employees involved in the design and development of distributed Learning products.
This course provides students with a practical understanding of the Sharable Content Object Reference Model (SCORM) specifications and implementation techniques for modern courseware development.

Civilians may attend any of the remaining two Happy Hour Sessions along with Soldiers and receive credit for their two hours of annual substance abuse education.
At Baker Theater:

September 11 0900-1100
September 15 1300-1500

Annual Mandatory SAEDA and OPSEC Training
8 Sep   1300-1500   Baker Theater
9 Sep   0900-1100 and 1300 – 1500 Abrams Theater
16 Sep   0900-1100 and 1300 - 1500 Abrams Theater

For more information concerning upcoming training or any other training related questions, call (573) 596-0282
You can locate mandatory training at the following link:

http://www.wood.army.mil/wood_cms/2842.shtml

Civilian Education System Equivalent and Constructive Credit

The CES courses are designed using leadership competencies derived from the Office of Personnel Management (OPM) leadership competencies and competencies identified by the Center for Army Leadership in FM 6-22, Army Leadership. CES is a structured, progressive, sequential program which broadens the targeted civilian educational training base. It provides leader training and education that supports civilian leaders' career path requirements and professional development, and promotes lifelong learning and self development as integral parts of the civilian leader development program. Designated courses are required for interns, team leaders, supervisors and managers. Employees employed before 30 September 2006 will receive credit for and are exempt from taking the Foundation Course. However, FC is available to them as a self-development tool.

Army employees who have completed similar or more advanced training through the legacy civilian leader development core curriculum courses will receive credit for equivalent training. In recent years retired or prior military personnel have become members of the Army Civilian Corps. To facilitate ease in identifying equivalencies, Army military training equivalencies are provided.

Approved CES Legacy Courses

Foundation Course (FC)-

Intern Leadership Development Course (ILDC)

Basic Course (BC)-

       LEAD - Leadership Education and Development
       BOLC/OBC - Basic Officer Leader Course
       WOAC - Warrant Officer Advanced Course
       ANCOC - Advanced Non-Commissioned Officer Course
       AF - Academy of Military Science
       Marine - Noncommissioned Officer Academy Advanced Course
       Navy - Basic Officer Leadership
       Navy - Chief Petty Officers Leadership Course
       AF NG - Academy of Military Science

Intermediate Course (IC)-

       OLE - Organizational Leadership for Executives
       CCC/OAC/CAS3 - Captains Career Course
       WOSC - Warrant Officer Senior Course
       FSC - First Sergeant Course
       AF - Advanced Officer Course
       AF - Squadron Officer School
       Navy - Advanced Officer Leadership Course
       Other - Defense Financial Managers Course

Advanced Course (AC)-

       SBLM/ AMSC - Sustaining Base Leadership and Management Course
       ILE/CGSC - Intermediate Level Education/Command & General Staff College
       WOSSC - Warrant Officer Senior Staff Course
       SMC - Sergeant Majors Course
       AF - Air Command & Staff College
       AF - Senior Non-Commissioned Officer Academy

Course credit will be granted at the highest appropriate level to Army civilians for previous leader development education and training or supervisory experience. Army civilians with an initial appointment date after 30 September 2006 must complete the Foundation Course prior to requesting CES Equivalent or Constructive credit.

Applying for CES Equivalency and Constructive Credit

Course credit may be granted for education/training by providing the following documentation:

1. Equivalent credit is granted to individuals in lieu of CES course attendance for completion of Army civilian legacy and military courses identified in the CES matrix.

2. Individuals requesting equivalency credit must submit a course certificate, training form or copy of ATRRS training record electronically to HQDA G-3/5/7, Civilian Leader Development (CLD) at civilianleaderdevelopment@hqda.army.mil.

Constructive credit may be granted to individuals in lieu of CES course attendance based on previous training with other services, academic training, or supervisory experiences by providing the following documentation:

1. For education/training received through private industry training programs, another military department, federal agency, or through university study, submit a transcript, certificate, or letter from an institution verifying course completion and date of completion must be submitted. Also required is a course description or syllabus to include, as a minimum, course objectives.

2. For work experiences inside the Federal government and outside (private industry), a resume and job description(s) documenting 5 or more years of leading, supervising and/or managing employees at the appropriate level must be submitted.

Send constructive credit requests electronically to monr.ces@us.army.mil
or by mail to HQ TRADOC, ATTN: ATTG-TRI-VC, 5 Fenwick Road, Ft Monroe, VA 23651-5000.
Requests must include a memorandum signed by your supervisor, along with supporting documentation.

For a template of a request for constructive credit memorandum, click here .

Before you submit your request for equivalency/course credit, you must establish or update your CHRTAS profile to ensure your email address is current and valid.

If you have any additional questions pertaining to CES Equivalent and Constructive credit, please call 573-596-0131 Ext 6-0282

Clarification to the Reveille and Retreat Article in the August 2009 Newsletter

In the August update there was an article explaining the proper procedures for civilians during Reveille and Retreat. The article stated that if in civilian clothing, both military members and civilians should take the same actions as in uniform, with a few exceptions: Men will remove their hats with their right hand and hold it at the left shoulder with the right hand over the heart. Men without hats and women stand at attention and place their right hand over their heart.

In Clarification of this article, the FY08 Authorization Bill modified Section 9 of Title 4, US Code to allow members of the Armed Forces and veterans who are present but not in uniform to render the military salute during hoisting, lowering, or passing of the flag. This option which allows veterans to salute the flag with a military-style salute is voluntary. Many veterans are pleased by the change in legislation, and many veterans will continue to salute the flag by holding their hands over their heart.

Supervisor's Corner

Leave Without Pay (LWOP)

Leave-without-pay (LWOP) is a temporary nonpay status and an authorized absence from duty, issued when the employee has insufficient annual leave or sick leave, or compensatory time available to cover an approved absence. An employee does not have to exhaust annual or sick leave before requesting LWOP. By law, the supervisor should grant LWOP to:

- Disabled veterans (EO5396) for medical treatment for a service-connected disability
- Members of the Reserves or National Guard for military training duties
- Employees who are eligible for and invoke the Family Medical Leave Act, unless the employee opts to use accrued leave

By DA policy, supervisors should grant LWOP to:

- Career and career-conditional employees or excepted employees with competitive status who are relinquishing their positions because the family or the head of household is moving from one area to another and who intend to seek federal employment in the new area may be granted LWOP for a period of up to 90 calendar days and may be extended to a maximum of 1 year.
- LWOP and extensions, thereof, are at the supervisor's discretion and should be approved only when the interests of the government are best served; thereby based on mission requirements and workload. Positions would not be filled on a permanent basis until LWOP has ended.
- LWOP in other cases should be granted only when it is apparent that it will result in a benefit to the government and will result in increased job ability, protection or improvement of employee's health, or retention of a desirable employee.
- LWOP for any reason or any circumstance cannot go beyond a 2 year period. Employees should be separated and re-employed when they become available for duty
- LWOP of more than 30 consecutive days must be made a matter of record in the employee's Official Personnel Folder. An employee requests LWOP through the immediate supervisor using the Guide to Preparing SF 52, Request for Personnel Action, which is then submitted to the CPAC.

http://cpol.army.mil/library/permiss/

Questions and Answers

Q: What is ANSWER?

A: ANSWER is the Army Notification System Web Enabled Response System and is designed to allow you to obtain information on the status of your resume, job vacancies for which you have submitted your resume, and your referral status. You may also view your resume and supplemental data.

Q: How do I access ANSWER?

A: New User: If you have not previously created a User id and Password in the Army Civilian Resume Builder or ANSWER you will click on the New User link and follow the instructions for creating your Login for ANSWER.
Repeat User: Input your Army Civilian Resume Builder User id and Password, or the Use rid and Password you previously created in ANSWER.

If you cannot remember your User id and Password for your Resume Builder/ANSWER account, Click on Forgot your Password and fill out the form. If you enter your name, SSN and zip code that matches the one on the Registration Information page in your resume you will be automatically be redirected back to the login page where you can log into the Resume Builder. Once you have logged into the system, your password can be changed by editing the password fields on the registration/personal information page. If you still cannot retrieve your password here, please use the next page link to submit a password recovery email to the helpdesk.

Q: May I get a copy of my resume after I submit it?

A: Yes, you can access your resume through ANSWER where you may print a copy. You may also access your resume through the resume builder where you can email a copy to yourself or print your resume.

Q: When is ANSWER updated?

A: ANSWER pulls directly from the RESUMIX database and displays the information as soon as it is updated in RESUMIX.

Q: How will I know if there is a problem with my resume or self-nomination?

A: If you have submitted your resume or self-nomination to the Central RESUMIX database you should check ANSWER for the status. You will see if your resume and/or self-nomination have been accepted or the reason it was not accepted.

Q: Whom should I contact when I have questions about RESUMIX or my PASSWORD?

A: You may contact our Central Resume Processing Center by sending an email to applicanthelp@cpsrxtp.belvoir.army.mil or by calling 410-306-0137.

Send Your HR questions to: leon.pecpswrm@conus.army.mil.

Please let us know how we are doing. Visit http://ice.disa.mil/index.cfm?fa=service_provider_list&site_id=447&service_category_id=33

Even though yellow ribbons and United States Flags have been displayed for a while in support of our troops, continued prayers are offered for these troops and their families. We all wish the best for their safe return home.